

Request for Offers (RFO) Addendum

RFO Number: RFO0085

Addendum Number: 1

Date of Addendum: 10/5/2015

Original Due Date, Time: 10/9/2015 at 4:00 p.m.

Revised Date, Time (if changing): N/A

Title: Multifamily Remodel Technical Projects – Program/Project Manager

SCOPE OF ADDENDUM

The following are changes to the RFO:

Responses to the Questions received from Vendors:

Q1. Can you please specify where the work described in RFO0085 will be performed (e.g.onsite, offsite)? If onsite, can you please provide location?

A1. Resource will work on-site at Minnesota Housing Finance Agency at 400 Sibley St., Ste 300, St. Paul, MN. Monday – Friday during normal

Q2. What is the intended contract duration for this project? Proposed start/end dates?

A2. Length of the contract is one year, with an approximate start date of November 1, 2015

Q3. Regarding the Required Skill of “1 year experience and knowledge of Multifamily housing, compliance and/or mortgage loan processes’ Can you clarify what sort of compliance background you will accept. Is it only housing related or would compliance experience in another regulated industry (medical device, banking, financial, etc) be acceptable?

A3. Compliance in multifamily housing

Q4. The RFO document lists a proposal due date of 10/9 at 4 pm, but the SITE webpage indicates a due date of 10/7 at 4 pm. Please confirm.

A4. Proposal due date: 10/9/2015

Q5. Does the candidate have to be PMP Certified? (Any other certifications preferred?)

A5. No

Q6. Does the candidate have to be local?

A6. The position is on-site 40 hours per week.

Q7. Is there an incumbent contractor working on this project?

A7. Position is open to all qualified candidates.

Q8. Can you tell us a little more about the application that they will be assessing?

A8. Please review the Business need, project deliverables section for role responsibilities.

Q9. Will contractor be interacting more with technical or business teams?

A9. This is a Program/Project Manager position. PM will interact with both technical and business teams

Q10. Is the project already in process or will PM be joining in the initiation phase?

A10. Project is in process

Q11. Is the program in Agile, Dev. Ops, or Waterfall?

A11. Waterfall

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: